



**STANDARDS OF APPRENTICESHIP**  
adopted by

**INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL #280**  
**APPRENTICESHIP COMMITTEE**

(sponsor)

Skilled Occupational Objective(s):

FACILITIES CUSTODIAL SERVICES TECHNICIAN  
STATIONARY ENGINEER

DOT

382.664-010  
950.382-026

Term

4000 HOURS  
8000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

APRIL 21, 1988

Initial Approval

OCTOBER 18, 2002

Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following standards of training for the development of Facilities Custodial Services Technician and Stationary Engineer have been prepared for the International Union of Operating Engineers, Local #280, and the signatory employers, assisted by the Washington State Department of Labor and Industries, Apprenticeship and Training Section.**

**I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be as follows: the counties of Benton, Franklin, Walla Walla, Yakima, Kittitas, Chelan, Columbia, Okanogan and all**

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Oregon counties laying east of a line formed by the Western boundaries of the following counties: Gilliam, Wheeler, Grant and Harney. Spokane County, Pend Oreille, Stevens, Garfield, Whitman, Ferry, Grant, Douglas, Lincoln, Adams, Asotin and all counties in the State of Idaho. Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho and the State of Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho and the State of Oregon.

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:               **Shall not be less than nineteen (19) years of age at time of application.**

Education:       **Must have High School diploma or GED.**

Physical:         **Must be able to meet the needs of the trade.**

Testing:          **None**

Other:            **Applicant must have a valid Washington State Driver's license and dependable transportation. Applicants must be able to write and speak the English language proficiently enough to complete the required course of study.**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

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A. Selection Procedures:

**Persons desiring training of Apprenticeship under the Eastern Washington Operating Engineers Local #280 Apprenticeship Committee shall:**

- 1. The applicant will sign the "Record of Apprentice Applicants" form and will be given an "Application for Apprenticeship" and will return same to the Apprenticeship Coordinator.**
- 2. The applicant will be instructed to provide high school and/or GED transcripts of all school records, including college transcripts, DD214, if applicable; resume, work history, letters of recommendation and additional information the applicant feels beneficial within thirty (30) days after making application.**
- 3. When these steps have been completed and noted on the "Register of Apprentice Applicants" form, the applicant is instructed to appear before the Apprenticeship Committee for interview and comparative evaluation, score, and placed on the list accordingly to await employment.**
- 4. New employers, i.e. private, public, political sub-divisions, municipalities, and governmental agencies, will have the one-time opportunity to pick apprentices from within, then will be required to draw from the program pool of eligibles.**

B. Equal Employment Opportunity Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges and vocational schools to develop programs, which prepare students for entrance into apprenticeships.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program sponsor(s).**
- 4. Engage in such programs, where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship. (If signatory to OUTREACH program, attach appropriate documents).**
- 5. Use minority and women (minority and non-minority) journey-level workers and apprentices to promote the affirmative action program.**
- 6. Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- 7. Engage in any such action as stated above to ensure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

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**IV. TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**A. Facilities Custodial Services Technician:**

**The term of apprenticeship shall be two (2) years (4000) hours of reasonably continuous employment divided into four (4) time periods of six (6) months duration, including the probationary period.**

**B. Stationary Engineer:**

**The term of apprenticeship shall be four (4) years (8000) hours of reasonably continuous employment divided into eight (8) equal time periods of six (6) months duration, including the probationary period.**

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**A. Facilities Custodial Services Technician:**

**All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 800 hours of reasonable continuous employment.**

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**B. Stationary Engineer:**

**The probationary period shall be not less than the first six (6) months (1000) hours of reasonably continuous employment.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**A. Facilities Custodial Services Technician:**

**One (1) apprentice per every three (3) journey-level workers employed in a specific facility or work unit.**

**B. Stationary Engineer:**

**One (1) apprentice per every four (4) engineers employed in a specific facility. There shall be no more than two (2) apprentices employed at one time in any specific facility, regardless of the number of journey-level workers employed in that facility at the time. An employer facility having three (3) or less engineers employed shall be entitled to one (1) apprentice.**

**VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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**A. Facilities Custodial Services Technician:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>75%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>85%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>95%</b>

**B. Stationary Engineer:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>60%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>65%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>75%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>80%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>85%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>90%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>95%</b>

## VIII. WORK PROCESSES:

<b><u>A. Facilities Custodial Services Technician:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
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- 1. Safety.....250**
- a. Industrial First Aid**
  - b. Hazardous Materials**
  - c. Chemical Identification Safety**
  - d. Emergency Procedures**
  - e. Equipment Safety and Eye Protection**
  - f. HA/WISHA/EPA Standards/Regulations**
  - g. General Safety**
  - h. Industrial Accidents/Reporting**



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- e. Cleaning Schedules
- f. Cleaning Frequency
- g. Time on Task/Time Management
- 4. Cleaning Equipment and Supplies .....250
  - a. Safety
  - b. Chemical and Material Selection, Handling and Storage
  - c. Equipment Selection/Specifications
  - d. Supply Selection/Stocking
  - e. Spare Parts and Materials
  - f. Preventative Maintenance
  - g. Ordering, Shipping, Receiving, and Inventory
- 5. Area Cleaning.....500
  - a. Entrance Ways, Hallways or Corridors
  - b. Rooms, General
  - c. Specialty Areas
  - d. Restrooms
  - e. Cafeteria and Food Preparation Areas
  - f. Industrial Areas
  - g. Swimming Pools, Spas and Related Exercise Equipment
  - h. Showers and Locker Rooms
  - i. Offices
  - j. Trash and Refuse
- 6. Surface Maintenance and Cleaning .....1750
  - a. Floors and Floor surfaces
    - (1) Resilient
    - (2) Hard Floors
    - (3) Floor Cleaning
    - (4) Carpets
    - (5) Athletic Services
  - b. Walls
    - (1) Internal
    - (2) External
  - c. Roofs
    - (1) Inspection
    - (2) Cleaning
  - d. Windows
  - e. Doors
  - f. Furnishings
- 7. Employment Relations and Communications .....500
  - a. People Skills
  - b. Conflict Resolution
  - c. Supervision/Evaluation

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- d. Communication and Reporting**
- e. Manpower Scheduling**
- f. Multi-Cultural Awareness**

**TOTAL HOURS: 4000**

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**B. Stationary Engineer:** **APPROXIMATE HOURS**

The apprentice will work directly under a journey-level worker engineer and from whom the apprentice will receive instruction in all phases of the trade. This experience is to develop a practical and skilled engineer versed in the theory and practice of the Stationary Operating Engineers trade.

The major processes in which the apprentices will be trained and the approximate number of hours to be spent on each process are as follows:

1. Operation, Starting, Stopping and Adjusting .....2600
  - a. Boilers
  - b. Air Conditioners
  - c. Controls
  - d. Fans
  - e. Pumps
  - f. Compressors
  - g. Motors
  - h. Steam Turbines and Engines
  - i. Special Machines within the Craft Jurisdiction by Contract
2. Checking (While plant is operating) .....2700
  - a. All Operating Machinery
  - b. Boiler Water Level
  - c. Steam Pressures
  - d. Boiler Blow Down
  - e. Boiler Burners
  - f. Air Conditions
  - g. Temperatures and Pressures
  - h. Metering Devices
  - i. Air, Water, Oil etc., Filters
  - j. Lubrication Systems
  - k. Heating and Cooling Systems
  - l. Ventilation Systems
  - m. Ice Making and Cold Room Systems
  - n. Stack Emissions
  - o. Logging or Recording
3. Testing.....800
  - a. Boiler Water
  - b. Brine
  - c. Boiler Stack Gases
4. Maintenance .....1900

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- a. Welding and use of Oxy-acetylene Equipment
- b. Metal Cutting Power Machine
- c. Shop and Bench Work
- d. Plant Safety
- e. Misc Equipment Repair
- f. Bearings Adjustment
- g. Cleaning Boiler Tubes, Condenser Tubes, etc.
- h. Plant General Up-Keep
- i. Lubrication

In addition, the apprentice will be taught the use, care and safe handling of all tools, materials and apparatus commonly used in connection with the Stationary Operating Engineers trade.

**TOTAL HOURS: 8000**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☒ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☐ Other (specify)

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**NONE**

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**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

**A. General Procedures**

- 1. To review every 1000 hours the progress of each apprentice. All parties participating under the Standards may be asked for a report on each apprentice.**
- 2. Hiring of Apprentices: Employers desiring an apprentice shall place a job request with the Training Coordinator's Office.**
- 3. Periodic Evaluation and Records Books:**
  - a. Each apprentice will be furnished with a "Records Book" which must be signed or initialed at the end of each month by the timekeeper or foreman supervising the apprentice. The record must be submitted to the Coordinator's office no later than the fifth of the following month, regardless if apprentice is working or not.**
  - b. If the apprentice violates the above rule three (3) times, they may be suspended from employment of eligibility for employment for ten (10) working days by the Apprenticeship Committee or their designated authority.**

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- c. The Apprenticeship Committee shall have authority to withhold advancement, suspend or cancel the agreement for failure to comply but any action must conform to the appeal requirements.
- d. The falsification of records by the apprentice will result in disciplinary action by the Apprenticeship Committee.

**4. Dispatch or Termination:**

- a. No registered apprentice may refuse a dispatch or quit their job except for cause. Apprentices violating this clause are subject to disciplinary action or termination from the program.
- b. Apprentices who have been terminated for cause twice (2) shall be subject to disciplinary action. A third (3) termination may result in immediate suspension until the Apprenticeship Committee determines what action to take.
- c. Apprentices who refuse employment as offered will be subject to disciplinary action; i.e., placed at the bottom of the out-of-work list, unemployment certification will not be signed, work suspension or other disciplinary action. Any action taken by the Apprenticeship Committee must meet the prescribed appeal requirements.

**5. Rotation:**

- a. Any apprentice who has completed the required number of hours in any classification of work may be rotated from job to job by the Apprenticeship Committee or their designated authority and be replaced by an apprentice who has not completed the number of hours required for their particular classification.
- b. Apprentices who have completed maximum hours in a training classification shall notify the employer and the Apprenticeship Committee representative.
- c. In the event a rotation is necessary to achieve adequate on-the-job training, the apprentice will be rotated and a dispatch will indicate "Apprentice Rotation".

**B. Local Apprenticeship Committee Policies**

**NONE**

**C. Complaint and Appeal Procedures:**

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All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

**If the apprentice or local committee/organization disputes supervisor decision:**

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting



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Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days

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- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator

**C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or

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- Corrections
- 2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
- 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
- 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
- 6. Hear and adjust all complaints of violations of apprenticeship agreements.
- 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

- 1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
- 2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers

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requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

**The Apprenticeship Committee shall be composed of an equal number of members representing the employers of the industry and an equal number of members representing the International Union of Operating Engineers Local 280. The designated Employer, Employee alternates shall be afforded full apprenticeship committee responsibilities when a current regular representative member is absent. Alternates may be an uneven number. Committee members may not be an uneven number.**

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**APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

**Mike Kelly, Chairman**  
**Sacred Heart Medical Center**  
**West 101 8th Avenue**  
**Spokane, WA 99220**

**Tom Nance**  
**Sacred Heart Medical Center**  
**West 101 8th Avenue**  
**Spokane, WA 99220**

**Ken Robinson**  
**Snyders Bakery**  
**110 N. Fancher Road**  
**Spokane, WA 99206**

The employee representatives shall be:

**Larry G. Johnston, Secretary**  
**PO Box 807**  
**Richland, WA 99208**

**Russ Bailey**  
**4326 West Lyons**  
**Spokane, WA 99208**

**Fred Kayler**  
**Scared Heart Medical Center**  
**W. 101 Eighth Avenue**  
**Spokane, WA 99220**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Debbie Hendrick, Training Coordinator**  
**PO Box 807**  
**Richland, WA 99352**

**Jim Hendry, Alternate**  
**Training Coordinator**  
**PO Box 5401**  
**Spokane, WA 99205**